COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **UNCLASSIFIED**

INFORMATION TECHNOLOGY DIRECTOR, DISTRICT ATTORNEY   **Class No. 002258**

■ CLASSIFICATION PURPOSE

To plan, organize, and direct the information systems activities for the Office of the District Attorney; to coordinate interagency information systems used by various law enforcement agencies, other County departments and the courts; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Office of the District Attorney. The incumbent reports to the Chief of Administrative Services and serves as the principal assistant on all matters related to information technology related to the Office of the District Attorney. The position is responsible for managing the Information Technology Division and for coordinating major interagency information systems used by various law enforcement agencies, other County departments and the courts.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1.   Performs as a member of the District Attorney's Management Team in support of the District Attorney's mission, values and objectives.

2.   Plans, directs, organizes, and coordinates the activities of IT Engineers and other technical positions who perform the development, maintenance, and implementation of application processing, systems programming, or operations for Local Area Network (LAN)/Wide Area Network (WAN), desktop computers, client server systems, and communications systems.

3.   Formulates, recommends, and interprets policies, procedures, and organization structure for the Information Technology Division of the Office of the District Attorney.

4.   Represents the District Attorney's Office and maintains liaison relationships with the Public Safety Group IT Manager, the County Technology Office and counterparts in other law enforcement agencies regarding information technology and communications system issues.

5.   Manages the integration of various interagency information systems including developing interagency data linkages.

6.   Develops quality assurance and system security policies, standards, and procedures for hardware and software.

7.   Directs the development, implementation, and evaluation of new and improved concepts and procedures for the most efficient usage of automation resources.

8.   Plans, evaluates, and recommends major modifications to the department's hardware and software configuration.

9.   Develops, implements, and maintains long-term and short-term planning to ensure systems infrastructures and integrated services are developed and provided in the most cost effective and efficient manner.

10.   Authorizes the acquisition of hardware and software for the various systems and platforms within the Office of the District Attorney.

11.   Represents information technology services to users to ensure quality service and resolve system problems.

12.   Coordinates work of assigned functions with other departmental functions.

13.   Supervises and directs information technology and operational activities through subordinate Supervising and Senior IT Engineers.

14. Enforces County and departmental policies through subordinate Supervising and Senior IT Engineers.

15. Works with the Chief of Administrative Services to prepare both five-year and two-year operational plans and monitors revenue and expenditures.

16. Performs special studies and projects.

17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

– Principles, methods, and techniques of systems analysis and design.
– Principles of hardware and software installation, testing, and operation.
– Information Technology concepts, including: networks, databases, application development, email systems, Internet and Intranet applications, and information security
– Multiple platform computer operating systems.
– Local and wide area network concepts and fundamentals.
– Principles and methods of project management for information systems development, including milestone-reporting techniques.
– Principles of data communications and telecommunications.
– Budget administration and control, cost accounting, and statistical analysis.
– Principles of purchasing and contract administration, including development of specifications and contract negotiation.
– Principles and practices of training, directing, evaluating, and supervising technical (systems) personnel through subordinate supervisors.
– Relational databases.
– Application development languages and structured query language (SQL).
– Hardware and software tools for developing client/server applications requiring imaging, bar coding, animation, video, graphics, speech, or sound components.
– Network connectivity and communication components of local area networks, wide area networks, file servers, database application servers, and gateways.
– Information security, firewalls, anti-virus, anti-spam, and intrusion detections systems.
– Communication protocols required by network management software.
– Communication protocols to enable the interaction of client server applications through interfaces.
– County customer service objectives and strategies.
– The General Management System in principle and in practice.

Skills and Abilities to:

– Plan, organize, and direct systems activities for a, complex, information technology division.
– Analyze project management problems, reaching practical and logical conclusions, and implementing effective changes.
– Analyze and understand the complexity of multiple users, workstations, operating systems, relational databases, application development languages, CPU's, network protocols, and related resources in a networked application environment
– Analyze and understand the interaction of multiple computing platforms for information sharing, system synchronization and integrity, data validation and relational editing, system security, system back up and recovery processing, and change management.
– Detect problem areas and recommend solutions.
– Interpret and apply administrative policies to Information Technology functions.
– Prepare comprehensive analytical, budgetary, and operational reports.
– Communicate effectively, orally and in writing.
– Prepare executive-level correspondence and reports.
– Prepare divisional budget, and monitor revenue and expenditures.
– Update, test and evaluate business continuance plan.
– Supervise, train, and evaluate the work of subordinate staff.
– Prepare and give presentations to a wide variety of technical and non-technical audiences on information technology issues.
– Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
– Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
– Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
– Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A Bachelor's Degree in Computer Science, Information Systems or closely related field, **AND five (5)** years of management experience in planning, organizing, and implementing major systems and automation projects for a large agency. Experience with Federal, State, and local law enforcement agencies is highly desirable.

Note: Relevant work experience can be substituted for education on a year for year basis.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2)